



CITY OF EASTON

Bureau of Codes and Inspections

123 South Third Street, Easton, PA 18042

Phone (610) 250-6724 – fax (610) 250-6607 - email codes@easton-pa.gov

APPLICATION FOR A PERMIT TO ERECT A SIGN

The undersigned hereby applies for a permit to erect a sign, signboard or billboard, according to the following description and in accordance with Article 1367 of the Easton Codified Ordinance:

PROPERTY ADDRESS:	
OWNER:	APPLICANT:
ADDRESS:	ADDRESS:
PHONE:	PHONE: BUS. LICENSE:
<input type="checkbox"/> New Sign <input type="checkbox"/> Replacement Sign <input type="checkbox"/> Additional Sign <input type="checkbox"/> Other	
TYPE OF SIGN: <input type="checkbox"/> Fascia <input type="checkbox"/> Freestanding <input type="checkbox"/> Projecting Wall <input type="checkbox"/> Window <input type="checkbox"/> Development Directory <input type="checkbox"/> Nameplate	
Size of sign: Width_____ X Height_____	One-sided Sign Double-sided Sign
Total Sq Ft of sign(s):	Cost of sign(s): \$
Sign will be constructed of:	
Will sign be illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how?	
Will sign be located in the Local Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please include Historic District Commission application.	

*Note: Back lit signs (internally illuminated) are not permitted.

INSTRUCTIONS AND GUIDE FOR SUBMISSION OF DETAILS

1. Complete all information requested above.
2. Provide a sketch at 1/4" = 1" of proposed sign.
3. Provide a drawing at 1/4" = 1" of the location of the lot, building and proposed sign in relation to each public right-of-way, building, driveway(s), width of sidewalk from face of curb.
4. Method in which the sign will be mounted hung or otherwise secured to the building, pole, posts, etc.
5. Provide an elevation at 1/4" = 1" of the structure to which the sign will be mounted. (Exception - freestanding sign)
6. Any other information or details that may be important to the review of this application.

NOTE: Sign company drawings may be submitted along with application.

Signature of owner

date

Signature of applicant

date

office use only

reviewed by:	date:	approved: <input type="checkbox"/>	denied: <input type="checkbox"/>
zoning district:	fee:	permit no:	
comments:			

TYPES OF SIGNS

Fascia: Is a sign attached to, placed upon, or hung from any structure projecting from and supported by a building, and which extends beyond the façade of the building, such as a canopy, an awning, marquee, etc.

Projecting: Is a sign which is affixed to any building, wall or structure and extends more than twelve inches from the façade or place of the structure.

Wall: Is a sign mounted parallel to the face of a structure or wall and protruding not more than 12 inches from the place or façade of the structure wall or above the roof line or eaves of the structure. No such sign shall be located within 2 feet from the side property line.

Nameplate: Is a sign indicating the profession, activity or name of the occupant of the building and shall not exceed 288 square inches overall area on one face.

Window: Is a sign affixed to or within a window such that the message can be seen from the outside.

Development: Is a type of freestanding sign, designed to identify a development.

Directory: Is a type of freestanding or wall sign designed to identify the name and location of multiple occupants on the same lot, commercial or industrial in character, with or without an accompanying map in order to aid in the internal circulation within the lot.

TYPES OF SIGNS PERMITTED BY ZONING DISTRICT

District	Maximum Number of Signs/Use	Total Area of All Signs (square feet)	Fascia Sign	Free-Standing Sign	Projecting Sign	Nameplate Sign	Wall Sign	Window Sign 1	Development Sign 2	Directory Sign 3
CH; SS; WW; CH/INS-1; CH/INS-2	1/frontage	2	N	N	N	P	N	N	P	N
RC	1/frontage	20	P	P	P	P	P	P	P	N
INS-1; INS-2	2/frontage	20	P	P	P	P	P	P	P	P
DD	1/frontage	20	P	N	P	P	P	P	P	N
AR	2/frontage	20	P	P	P	P	P	P	P	P
SC Overlay	1/frontage	20	P	N	P	P	P	P	P	N
I Overlay	1/frontage	20	P	N	P	P	P	P	P	N

P = Permitted; N= Not permitted

1 Refer to § 595-195E.

2 Refer to § 595-195G.

3 Refer to § 595-195H.

NOTE: Please attach rendering of proposed sign(s) in accordance with instructions on page 1.